



County of Monmouth COOPERATING TECHNICAL PARTNERS MAPPING ACTIVITY STATEMENT



Mapping Activity Statement No. 2005-COM-001

Flood Insurance Study Pre-Scoping and Scoping Activities

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated February 1, 2005 between the County of Monmouth and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement (MAS) No. 2005-COM-001 is as follows.

Section 1: Objective and Scope

The objective of the Flood Map Project documented in this MAS is to develop pre-scoping and scoping information for municipalities in Monmouth County. This information will inform the planned production of a DFIRM and FIS report in the FEMA Countywide Format.

Existing GIS data and study needs for the community will be researched, obtained, organized and uploaded to the Multi-hazard Information Platform (MIP). Scoping will be necessary to determine the final scope of work for this project.

Within 180 days of this agreement, the CTP, in coordination with the National Service Provider (NSP), shall input the scope of work into the FEMA Scoping tool. This includes information concerning community ordinance data, local GIS data availability, and the flood reach data for existing and proposed conditions. FEMA Scoping tool information can be found at <http://www.hazards.gov/resources/scoping.htm>.

The CTP shall notify FEMA and the NSP by e-mail and telephone of all meetings with community officials at least two weeks prior to the meeting. FEMA and/or the NSP may or may not attend the community meetings.

The following will participate in pre-scoping and scoping activities as part of this project:

- County of Monmouth;
- New Jersey Department of Environmental Protection;
- New Jersey Office of Information Technology; and
- National Service Provider.

The activities for this project and the Mapping Partners that will complete them are summarized in Table 1-1. All activities that are to be accomplished by the County of Monmouth are included in the "CTP" column. The sections of this MAS that follow Table 1-1 describe the specific activities, responsible Mapping Partner(s), FEMA standards that must be met, and resultant deliverables.

Table 1-1. Summary of Project Activities and Assignments

Activities	CTP	FEMA
Activity 1: Pre-Scoping	X	
Activity 2: Scoping	X	

FEMA has developed tools to assist in the development of the flood hazard data studies and the Digital Flood Insurance Rate Maps (DFIRMs). FEMA will, through the NSP, provide the County of Monmouth access to and training in these tools.

The County of Monmouth will be required to submit scoping-related data in accordance with the Data Capture Standards.

Activity 1 – Pre-Scoping

Responsible Mapping Partner: County of Monmouth

Scope: Pre-Scoping or Mapping Needs Assessment forms the building block for the Scoping Phase. This task involves collecting data from a variety of sources including community surveys, Federal and State Agencies, the State NFIP Coordinator, Community Assistance Visits (CAVs) and FEMA archives. The County of Monmouth will evaluate the effective FIS report and FIRM maps to see if they need to be updated. Lists of mapping needs will be obtained from the MNUSS database, community surveys and CAVs if available.

Data collection will include obtaining the best available base map materials (e.g., corporate limits, roads, orthophotos) along with stream centerline files. The acquired data will be imported into the scoping tool and used during the Scoping Task. In the Scoping Tool, all streams should have unique names, the limits of the effective FEMA studies should be identified, LOMC areas should be identified, and community requests should be identified. This task also includes populating the streamlines with existing pipeline and scoped studies currently underway.

Standards: All work under Activity 1 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: The County of Monmouth shall make the following products available to FEMA:

- Copies of all digital files obtained and lists of files that may be available at a later date;
- Summary of Community needs; and
- Scoping Tool project files.

Activity 2 – Scoping

Task 2-1 Project Management Team Participation

Responsible Mapping Partner: County of Monmouth

Scope: In cooperation with the FEMA Region, a Project Management Team will be established consisting of the County of Monmouth, FEMA's Regional Engineer, the New Jersey Department of Environmental Protection, and the State of New Jersey Office of Information Technology. The Project Management Team will be responsible for coordinating the activities of this project and completing all tasks identified in this Statement of Work.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables:

- A document listing the project management team along with their full contact information; and
- Update of the Scoping Tool files to include the project management team and contact information.

Detailed information regarding Project Scoping tools can be found in Appendix I of FEMA's Guidelines and Specifications for Flood Hazard Mapping Partners. Appendix I may be downloaded from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/pdf/fhm/frm_gsai.pdf.

Task 2-2 Initial Community Contact

Responsible Mapping Partner: County of Monmouth

Scope: Coordinate with the FEMA Regional Project Officer to contact municipalities in Monmouth County and notify them that FEMA and the County of Monmouth have selected them for a map update, and they will be working with the communities to develop the project scope. Topics to be reviewed with the communities include:

- Purpose of the Flood Map Project (i.e., the update needs that have prompted the map update);
- The community's perception of its mapping needs;
- Target schedule for completing the project;
- Possibility of the community participating as a CTP (if it isn't already); and
- The community's engineering, planning, and Geographic Information System (GIS) capabilities.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: A digital document reporting the results of the contact.

Task 2-3 Preliminary Project Management Plan

Responsible Partner: County of Monmouth

Scope: The coordination protocol and general management objectives of the entire project will be addressed in the preliminary Project Management Plan. The plan will identify the overall Project, Project Team, the lines and protocols of communication between the communities and the Team members, protocols for internal flow of information among the members of the Team, the project objectives, general milestones of the Flood Map Project, record keeping, and project completion goals.

The Project Management Plan shall follow the template provided in Appendix I, Subsection I.1.2 of the *Guidelines and Specifications for Flood Hazard Mapping Partners* and will constitute the living document for the operation of the project. Copies of the document will be distributed to all members of the Project Team. As the project advances, revisions deemed necessary for improving the Project Management Plan will be incorporated into the plan and distributed to all Team members as well.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverable: The Project Management Plan in digital format.

Task 2-4 Initial Project Team Conference Call

Responsible Partner: County of Monmouth

Scope: Following the completion of the Project Management Plan, a conference call will be arranged including all of the Project Management Team members and the appropriate representatives of municipalities in Monmouth County. The communities will be asked to provide input regarding flood mapping needs, available data for base maps, any existing studies or ongoing projects that may have an influence on flood mapping, the community's potential as a CTP, and the involvement of other regional or state agencies that may have an input for the map development process.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverable: A digital document documenting discussions during the conference call.

Task 2-5 Project Team Formation

Responsible Partner: County of Monmouth

Scope: The composition of the Project Team will be based on the needs of the project. The selected Project Team members will consist of the Project Management Team and may include other State or local agencies as appropriate.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: A document listing the project team along with their full contact information. Update of the Scoping Tool files to include the project team and contact information.

Task 2 –6 Preliminary Research Activities

Responsible Partner: County of Monmouth

Scope: Preliminary Research Activities can be separated into two categories—researching effective information and researching available data for the Flood Map Project. The following tasks shall be completed to research effective information: conduct a thorough Mapping Needs Assessment (unless one has already been conducted); inventory the FEMA archives for effective FIRM panels, FIS reports, and other flood hazard data or existing study data; summarize the information in the MNUSS database; summarize contiguous community agreement checks; review CAV and CAC files; and develop a “scoping map” and an overview of the results of the research.

The following tasks shall be completed to research available data for the Flood Map Project: identify available base map information; identify available topographic data; identify available flood hazard data; and identify other available hydrologic and hydraulic information and data.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS. An Available Data Inventory template is provided in Appendix I, Subsection I.1.6 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Deliverables: An Available Data Inventory digital document.

Task 2-7 Potential Obstacles

Responsible Partner: National Service Provider

Scope: The Project Management Team shall identify potential obstacles in an effort to learn of any issues that could delay or prohibit the Flood Map Project.

The Project Management Team shall explore potential issues on an ongoing basis. If potential obstacles are identified that could halt or significantly hinder the completion of the project, the Project Management Team shall evaluate all possible alternatives and develop an appropriate course of action as soon as practicable. This checklist is a “living” document that should be updated as necessary throughout the lifecycle of the project.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS. A Potential Obstacle to Project Completion Checklist template is provided in Appendix I, Subsection I.1.7 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Deliverables: A Potential Obstacle to Project Completion Checklist in digital form.

Task 2-8 Draft Project Scope

Responsible Partner: County of Monmouth

Scope: Based on the collected information, the County of Monmouth will develop a Draft Project Scope of the identified mapping needs of municipalities of Monmouth County. Input received from the FEMA Regional Project Officer, the State NFIP Coordinator and other involved community agencies will be used in the development of the Draft Project Scope. The following items will be addressed in the Draft Project Scope: review available information; determine if and how effective FIS data can be used in new project; identify other data needed to complete the Project and its source; and the proposed DFIRM format.

The Draft Project Scope will establish priority levels for flooding sources to be analyzed and mapped, and estimate schedules and associated costs for completion of the components of flood mapping.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: A Draft Project Scope document in digital form and an update of the Scoping Tool files to include the draft scope.

Task 2-9 Draft Project Scope Conference Call

Responsible Partner: County of Monmouth

Scope: After submission of the Draft Project Scope to FEMA and the County of Monmouth, a conference call will be arranged among Project Management Team members and appropriate community representatives to discuss and refine the Draft Project Scope. Results of the conference call will be summarized.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverable: A digital document summarizing the Conference Call.

Task 2-10 Revised Draft Project Scope

Responsible Partner: County of Monmouth

Scope: Based on the input received during the conference call, a “Revised Draft Project Scope” will be prepared. This document will be submitted to the Project Team for further discussion during the project Scoping Meeting.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: A Revised Draft Project Scope document and an update of the Scoping Tool files to reflect any changes to the Scope of Project.

Task 2-11 Distribution of Background Information

Responsible Partner: County of Monmouth

Scope: In preparation for the Scoping Meeting (Task 12), a detailed meeting agenda will be prepared in accordance with the template provided in Appendix I, Subsection I.2.4 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*. The County of Monmouth will distribute the Scoping Meeting agenda, revised draft Project Scope and the preliminary Project Management Plan to all meeting attendees before the Scoping Meeting.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Copies of the Scoping Meeting Agenda, Revised Draft Scope of Project, and Preliminary Project Management Plan to be distributed before the Scoping Meeting.

Task 2-12 Scoping Meeting Activities

Responsible Partner: County of Monmouth

Scope: County of Monmouth will coordinate, set up, and conduct the Scoping Meeting(s). This includes identifying a time, location, and all participants. The purpose of this meeting is to present the draft Scope of Project to the local officials (state, county and municipal) and coordinate the prioritization of proposed study areas. The County of Monmouth shall be responsible for compiling the necessary information for the meeting as contained on the Scoping Meeting Item Checklist. These items may include: FIS and FIRM for affected communities; USGS quads for the study area(s); best available community base map(s); effective FIRM summary; Available Data Inventory; Scoping Map; Draft Scope of Project; Scoping Meeting Agenda/Minutes form; Aerial photos/topographic mapping if available; existing drainage studies or other Hydrology & Hydraulics (H&H) data; Community master plan(s)/Drainage Master Plan(s); Zoning Maps; Street Maps; As-built plans; and Floodplain Ordinance(s).

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: A completed Scoping Meeting Package with all necessary forms will be submitted to the FEMA Regional Project Officer and the NSP one month after the Scoping Meeting.

Task 2-13 Mapping Needs List Prioritization and Finalization

Responsible Partner: County of Monmouth

Scope: The Project Management Team shall review the mapping needs list, review the research findings, and make selections of proposed methods for obtaining/producing flood data. Any additions or changes to the needs list shall be discussed with all members. All needs shall be prioritized. In general, highest priority shall be given to the following areas: areas of dense existing or anticipated development, including areas where new road crossings have been constructed over stream(s); areas affected by flood-control structures and/or channelization; areas where natural physical changes in the floodplain have been significant (due to subsidence or extreme erosion, for example); areas that were studied by approximate methods and unmapped areas, especially those subject to development pressure; areas where the community has experienced flooding outside mapped floodplains, with severe damage to buildings and/or infrastructure; areas where mapped flood hazards do not match those shown on contiguous FIRMs (unless those FIRMs are not considered to be accurate); and areas where flood data (BFEs, floodplains, and regulatory floodways) are likely to be changed the most by a restudy.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: The final mapping needs list with prioritized stream reaches.

Task 2-14 Refinement of Draft Scope of Project

Responsible Partner: County of Monmouth

Scope: Based on the discussion of mapping needs, the County of Monmouth and FEMA Project Officer will finalize the areas to be included in the project. Areas to be studied by detailed and approximate methods shall be identified. The following issues will be discussed and refined:

Review and Refinement of Flood Hazard Identification Methodologies:

The Project Team shall discuss the extent of riverine or coastal modeling required for the project. The research completed during the pre-Scoping Meeting phase shall be reviewed to determine the extent and applicability of previous modeling. Issues to be discussed include the following: models to be used from FEMA's approved models list; requirements for tie-ins to adjacent NFIP maps; and areas where specialized methodologies may be necessary.

Review of Proposed Paneling Scheme:

The scoping map shall be used to review the proposed paneling and scale scheme.

Review and Refinement of Base and Topographic Map Sources:

FEMA's base map specifications will be discussed. The discussion shall include the following topics: Base map source (i.e., locally developed data or DOQs meeting FEMA's minimum specifications) to be used for the project; Topographic and planimetric data sources; Coordination of countywide issues, if necessary; horizontal and vertical datums; and acquisition of the base map, if digital files are not available.

Finalization of Map Production and Database Options:

The proposed DFIRM format and optional features and data for the enhanced DFIRM Database (e.g., GIS data for watershed boundaries, stream reach hydrologic network structure, land use data, soil data, digital elevation certificates, photographs of structures) from the draft Scope of Project shall be reviewed, refined, and finalized.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: A digital Draft Project Scope document and update of the Scoping Tool files.

Task 2-15 Assignment of Project Team Member Tasks

Responsible Partner: County of Monmouth

Scope: The objective is for each Project Team member to have a clear understanding of his or her role and responsibilities for the project. The Task Assignment and Scheduling Worksheet in *Guidelines and Specifications for Flood Hazard Mapping Partners*, Appendix I, Subsection I.2.5 can be used to make assignments and develop a schedule for the project. The Flood Mapping Project Process Flowchart, which is included in Appendix I, Subsection I.2.6 may also be useful.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverable: A report documenting the assignments of the Project Team members in accordance with the delivery dates specified in task orders.

Task 2-16 Community Partnership Agreements

Responsible Partner: County of Monmouth

Scope: Municipalities in Monmouth County will be contacted and given the opportunity to sign a Memorandum of Agreement (MOA). MOAs will be obtained from as many affected communities as possible, within the Period of Performance of this MAS. MOAs document the good faith efforts to collaboratively assess the community's needs, develop an appropriate Project Scope, and develop and adopt the resulting maps.

If these agreements cannot be signed at the Scoping meeting, they are to be processed as soon as possible after the Scoping Meeting. MOA templates are provided in Appendix I, Subsections I.2.7 and I.2.8.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Signed Community Partner MOAs.

Task 2-17 Scoping Meeting Documentation

Responsible Partner: County of Monmouth

Scope: County of Monmouth shall prepare and distribute the meeting minutes, which shall include a list of all the participants and their respective assignments for the project, as well as the overall schedule for the project as discussed at the Scoping Meeting. The overall project schedule shall establish the basis for each Project Team member's assignment(s). Project Team members shall review their task assignments and provide feedback or comments. All changes to the proposed scope, schedule, and task assignments shall be coordinated with the County of Monmouth and the other team members.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: A report documenting the Scoping Meeting including attendees sign-in list, scoping meeting minutes, and the project schedule summarizing prioritized needs within the community. Priorities are established in accordance with the criteria listed in Task 2-13 so that areas of greatest need can be addressed with the available funding. Backup or supplemental information used in writing this report should also be included.

Task 2-18 Statement of Work or Mapping Activity Statement Revision

Responsible Partner: FEMA

Scope: FEMA shall work closely with the County of Monmouth to develop or revise the MAS based on task assignments identified during the Scoping process. The FEMA Regional Project Officer shall review and approve any updates to the MAS before it is distributed to the Project Team members. The MAS shall follow the template provided in Appendix I, Subsection I.3.1 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Revised MAS.

Task 2-19 Time and Cost Estimate Preparation

Responsible Partner: National Service Provider

Scope: National Service Provider shall be responsible for preparing time and cost estimates for all identified tasks.

The time and cost estimates shall be prepared in accordance with the template for preparing time and cost estimates is provided in Appendix I, Subsection I.3.2 of the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: A report containing time and cost estimates for all tasks. Any backup or supplemental information used in writing this report will also be included.

Task 2-20 Finalization of Project Management Plan

Responsible Partner: National Service Provider

Scope: The National Service Provider, in consultation with the County of Monmouth and the FEMA Regional Project Officer, shall incorporate any revisions to the MAS into the Project Management Plan and establish intermediate project reporting and project close-out requirements. The Plan shall then be ready for finalization.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: A Final Project Management Plan report and the backup or supplemental information used in writing this plan.

Task 2-21 Updates to Mapping Needs Update Support System (MNUSS) Database or its successor

Responsible Partner: National Service Provider

Scope: Once the scoping process is complete, National Service Provider shall update the MNUSS database to indicate that the needs identified in the process will be addressed in a pending Flood Map Project. They shall also update the MNUSS database to add any new needs or revise existing needs identified during the scoping activities that will not be addressed by the current project. Additionally, they shall flag the needs that could not be verified during the research and community coordination activities as “not verified.”

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Email from the MNUSS administrator stating that the MNUSS update was successful.

SECTION 2—Technical and Administrative Support Data Submittals and special problem reports

The Project Team members for this Flood Map Project that have responsibilities for activities included in this MAS shall comply with the data submittal requirements summarized below.

All supporting documentation for the activities in this MAS shall be submitted in the TSDN format in accordance with Appendix M of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners*, dated April 2003. Appendix M is available for viewing or download on the FEMA Web site at http://www.fema.gov/pdf/fhm/frm_gsam.pdf.

If any issues arise that could affect the completion of an activity within the proposed scope, the responsible Mapping Partner shall complete a Special Problem Report (SPR) as soon as possible after the issue is identified and submitted to FEMA. The SPR is to describe the issue and propose possible resolutions. (For additional information on SPRs, refer to Appendix M, Subsection M.2.1.1 of *Guidelines and Specifications for Flood Hazard Mapping Partners*.)

Additionally, the NSP shall collect and maintain a set of products for all Activities and shall compile a comprehensive TSDN for the entire project.

Section 3—Period of Performance

The activities documented in this MAS will begin on August 1, 2005 and will be completed no later than December 30, 2005. The mapping activities may be terminated at the option of FEMA or the County of Monmouth in accordance with the provisions of the Partnership Agreement dated February 1, 2005.

Section 4—Funding/Cost-Sharing

FEMA is not providing funding to the County of Monmouth for the completion of the Flood Map Project documented in this MAS. The County of Monmouth shall provide all resources required to complete the assigned activities for this Flood Map Project through December 30, 2005. Data submitted to FEMA by the County of Monmouth which contributes to the Monmouth County DFIRM shall be valued at a mutually agreed upon dollar amount. This amount shall be no less than that specified in the FEMA Blue Book and no greater than the actual County dollar expenditure.

In kind services provided by Monmouth County shall be valued by FEMA per the forthcoming edition of the FEMA Blue Book. Such services will be specified in the context of a Monmouth County Cooperative Agreement.

Section 5—Standards

The standards relevant to this MAS are provided in the tables below. Information on the correct volume, appendix, section, or subsection of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners* to be referenced for each mapping activity are summarized in Table 5-2. These Guidelines are available for viewing or download from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/fhm/dl_cgs.shtm.

In addition, Data Capture Standards referenced in the previous sections are to be applied to the project for the data formats to be submitted to FEMA.

Applicable Standards	Activities	
	1	2
<i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> , April 2003	X	X
American Congress on Surveying and Mapping Procedures	X	X
Global Positioning System (GPS) Surveys: National Geodetic Survey (NGS-510), "Guidelines for Establishing GPS-Derived Ellipsoid Heights," November 1997	X	X
Engineer Manual 1110-1-1000, <i>Photogrammetric Mapping</i> (USACE), July 1, 2002	X	X
Engineer Manual 1110-2-1003, <i>Hydrographic Surveys</i> (USACE), January 1, 2002	X	X
"Numerical Models Accepted by FEMA for NFIP Usage," Updated April 2003	X	X
<i>Content Standard for Digital Geospatial Metadata</i> (Federal Geographic Data Committee), 1998	X	X
<i>Document Control Procedures Manual</i> , December 2000	X	X

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
1	Pre-Scoping	Volume 1, and Appendix I
2	Scoping	Volume 1, and Appendix I

Section 6—Schedule

The activities documented in this MAS shall be completed in accordance with the project schedule shown in Table 6-1. If changes to this schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner.

Table 6-1. Project Schedule

ACTIVITIES	RESPONSIBLE PARTNER(S)	DATE DUE
Activity 1 – Pre-Scoping	County of Monmouth, NSP	09/30/05
Activity 2 - Scoping	County of Monmouth, NSP	12/30/05

Section 8—Technical Assistance and Resources

Project Team members may obtain copies of FEMA-issued LOMCs, archived engineering backup data, and data collected as part of the FEMA Mapping Needs Assessment Process from the NSP, who may be contacted by telephone at (718) 482-9945.

General technical and programmatic information, such as FEMA 265 and the Quick-2 computer program, can be downloaded from the FEMA Web site (<http://www.fema.gov/fhm/>). Specific technical and programmatic support may be provided through the NSP; such assistance should be requested through the FEMA Project Officer specified in Section 11 of this MAS.

Project Team members also may consult with the FEMA Regional Project Officer to request support in the areas of selection of data sources, digital data accuracy standards, assessment of vertical data accuracy, data collection methods or subcontractors, and GIS-based engineering and modeling training.

Section 9—Contractors

The County of Monmouth does not intend to use the services of a contractor for the Flood Map Project documented in this MAS. The procurement for any contractors used for a Flood Map Project must comply with the requirements of 44 CFR 13.36.

44 CFR Part 13 may be downloaded in PDF or text format from the U.S. Government Printing Office Web site at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html.

Section 10—Financial Reporting

Because FEMA is not providing any funding to County of Monmouth for the Flood Map Project documented in this MAS, no financial reporting by County of Monmouth is required.

Section 11—Points of Contact

The points of contact for this Flood Map Project are Mary Colvin, the FEMA Regional Project Officer; and John Brockwell, the Project Manager for the County of Monmouth.

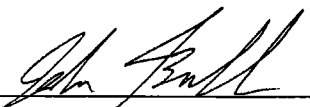

In addition, the NSP is required to coordinate project issues with the responsible partner that created the MAS deliverable or portions of the MAS deliverable product and will document all such coordination activities with the CTP and FEMA.

Section 12—Project Coordination

Throughout the project, all members of the Project Team will coordinate, as necessary, to ensure the products meet the technical and format specifications required and contain accurate, up-to-date information. Coordination activities may include:

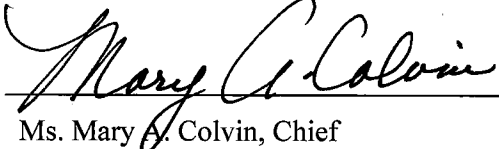
- Meetings, teleconferences, and videoconferences with FEMA and other Project Team members on a monthly basis;
- Telephone conversations with FEMA and other Project Team members as needed;
- Updates to the MICS, MNUSS database, and other FEMA status information systems in accordance with requirements in Volumes 1 and 3 of *Guidelines and Specifications for Flood Hazard Mapping Partners*; and
- E-mail, facsimile transmissions, and letters, as required.

Each party has caused this MAS to be executed by its duly authorized representative.

Mr. John Brockwell
Project Manager
County of Monmouth
F. ROBERT WILLIAMS

11/15/05
Date



Ms. Mary A. Colvin, Chief
Community Mitigation Programs Branch
Mitigation Division
DHS/FEMA Region II

11/18/05
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